

PROPERTY REVIEW RECORD  
and  
CERTIFICATION STATEMENT  
Utilitization of Government-owned and DHEW Leased Real Property

1. Name & Address of Reporting Activity (use Zip Code)	2. Date of Report
	3. Installation No.

4. The following applicable general guideline have been considered in making the annual review of the real property holdings of this installation.					
	YES	NO		YES	NO
<p>(1) Is the property being put to its highest and best use?</p> <p style="padding-left: 40px;">Consider such aspects as surrendering neighborhood, zoning, and other environmental factors?</p> <p style="padding-left: 40px;">Is present use compatible with state, regional, or local development plans and programs?</p> <p style="padding-left: 40px;">Consider whether Federal use of the property would be justified if an equivalent commercial rental charge for its use was added to the program costs for the function it is serving.</p>	_____	_____	<p>(9) Have developments on adjoining nonfederally owned land or public access or road rights-of-way granted across the Government-owned land rendered the property or any portion thereof unsuitable or unnecessary for program requirements?</p> <p>(10) If Federal employees are housed in Government-owned residential property, is the local market willing to acquire Government-owned housing or can it provide the necessary housing and other related services, thereby enabling the Government-owned housing area to be released?</p>	_____	_____
<p>(2) Are operating and maintenance costs excessive?</p> <p>(3) Will contemplated program changes alter property requirements?</p> <p>(4) Is all of the property absolutely essential for program requirements?</p> <p>(5) Will local zoning provide sufficient protection for necessary buffer zones if a portion of the property is released?</p> <p>(6) Are buffer zones kept to an absolute minimum?</p> <p>(7) Is the present property inadequate to serve contemplated future programs?</p> <p>(8) Can net savings be realized through relocation considering property values or rentals, cost of moving, occupancy, and increased efficiency of operations?</p>	_____	_____	<p>(11) Can the land be disposed of and program requirements satisfied through reserving rights and interests to the Government in the property if it is released?</p> <p>(12) Is a portion of any property being retained primarily because the present boundaries are marked by the existence of fences, hedges, roads, and utility systems?</p> <p>(13) Is any land being retained merely because it is considered undesirable property due to topographical features or encumbrances for rights-of-way?</p> <p>(14) Is land being retained meetly because it is landlocked?</p> <p>(15) Is there land or space in Government-owned buildings which can be made available for utilization by others within or outside Government on a temporary basis?</p>	_____	_____

5. Description of Real Property not in use or underutilized
6. Recommendation for further utilization, disposal, or justification for retention based upon approved plans or Legislative Authorization as stated below:

7. I certify that the real property holdings comprising the land, building(s), or structures and facilities, under my jurisdiction and control, are being fully utilized in accordance with the provisions of Chapter 3-253, FEC Manual, and any operating agency Implementation thereto, except as cited above:

Name and Title of Real Property Unit Manager	Signature
Realty Management Officer	
Name and Title of Responsible Agency Headquarters Official	Signature
Principal Realty Officer IHS HQ OPH OEHE	